

## VENTILATION SYSTEM INSPECTION CHECKLIST

For use of this form, see TM 5-697; the proponent agency is COE.

### SECTION A - CUSTOMER DATA

1. PLANT	2. LOCATION	3. JOB NUMBER
4. EQUIPMENT	5. AIR LOOP DESIGNATION	6. DATE (YYYYMMDD)
7. TEST EQUIPMENT		8. TESTED BY

### SECTION B - EQUIPMENT DATA

9. FAN MANUFACTURER	10. MODEL NO	11. SERIAL NO	12. RATED FLOW
13. FAN TYPE	14. HP @ RPM	15. RATED PRESSURE	

### SECTION C - VISUAL AND MECHANICAL INSPECTION

16. CHECK POINT	COND*	NOTES	CHECK POINT	COND*	NOTES
EXTERIOR OF EQUIPMENT			EQUIPMENT IDENTIFICATION		
COMPLETENESS OF ASSEMBLY			BRACING		
EQUIPMENT ROTATION			LABELING AND TAGGING		
ELECTRICAL/MECHANICAL INTERLOCKS			SAFETY INTERLOCKS		
INSTRUMENTS			WORKING SPACE		
PROPER GROUNDING			ANCHORAGE		
PROPER INSULATION			SYSTEM CLEANED		
TIGHTNESS OF BOLTED CONNECTIONS			COMPARISON TO DRAWINGS		
PROPER LUBRICATION			CONTROL SYSTEM		
CONDENSATE DRIP PANS			FILTERS		

### SECTION D - CALIBRATION AND SET POINT

17.	DESCRIPTION	NOTES
SENSORS		
CONTROLLERS		
ACTUATORS		
FIRE DAMPERS CHECKED		
SMOKE DAMPERS CHECKED		

### SECTION E - SYSTEM TESTS

18.	OPERATING MODES	TEMPERATURES	PRESSURES	FLOWS	LEVELS	NOTES
FAN						
DUCT LEAK TEST						
AIR BALANCE TEST						
COIL NUMBER						
COIL NUMBER						
CONTROL DAMPERS						
SYSTEM TEST						

\*CONDITION: A = ACCEPTABLE; R = NEEDS REPAIR, REPLACEMENT OR ADJUSTMENT; C = CORRECTED; NA = NOT APPLICABLE